

## Directions to Download Files from Nextgen Local Government Software:

**Below are the instructions to download Final Expenditure Report data from the Nextgen software. The download includes the revenue, expenditures, and balance sheet data.**

1. Open Local Government Software
2. Click on "Financial Management"
3. Click on "Period End"
4. Click on "Audit Files"
5. Click on "Export Audit Files"
6. Choose "Fiscal Year"
7. Click on Highlighted Bar below Template-"Choose SDE File-All Funds"
8. Click on Highlighted Bar below SDE Report Type-"Choose Annual Financial Report"
9. Click on Highlighted Bar below Audit File Name-
10. Choose SDE.text and change file name to SDE 2022all.txt. (Use current year in file name)
11. Click "Ellipses Box" under "Audit File Path" to choose where you want to save your file
12. Click "Ok" to save
13. Click "Next" at the bottom of the page
14. Select "From" and "Thru" Periods (July 1-June 30)
15. Click "Finish" then wait...
16. When finished, a notice will pop-up, "Audit Files have been successfully exported".
17. Minimize screen and Check for File. Don't open it.
18. "Open Excel" and "Open the File in Excel".
19. "Change File Type to Text Files"
20. "Find File"
21. In Excel, open the SDE.TXT file you just created. In the Open window, you must search for file type of text files.
22. Once you open the file, Excel will convert the file to a spreadsheet format. The only thing you need to change is make sure it is Comma delimited. After this you can finish.
23. Choose 'Save As' to save this file as an Excel Workbook.

For next steps, refer to the one pager resource, "To Prepare an Excel File for Uploading into ePlan".